



**Cooperative Education -- Curricular Practical Training  
Sample Employment Offer \*\***

Hampton Roads

National Capital Region

Richmond

Roanoke

Southwest Virginia

Date

**STUDENT NAME**

Address

Dear Student:

**NAME OF ORGANIZATION** is pleased to offer you an internship at our **JOB LOCATION** facility. You are scheduled to work **NUMBER OF HOURS** per week, beginning **START DATE** and ending **END DATE**. For this employment you will be paid a rate of \$\$/week or month.

For this internship, you will be supervised by Mr/Ms/Dr. **SUPERVISOR'S NAME**. Your major duties and responsibilities will include **BRIEF JOB DESCRIPTION**.

In addition, it is our understanding that you will be authorized to accept this internship under United States Citizenship and Immigration Services regulations governing Nonimmigrant Students (F-1) and Curricular Practical Training (CPT) status.

Sincerely,

Name and Title of Responsible Individual  
(contact information, if other than on letterhead)

**\*\* Standard offer on company letterhead will also be acceptable. If information indicated in uppercase/bold above is not on the offer letter, it can be provided in another piece of correspondence or email.**

*Invent the Future*